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## Scheduling Non-Credit Courses in SIM

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**Situation:** The High School Graduation Requirements for the Chicago Public Schools (CPS) include several non-credit requirements: Health Education, Service Learning, Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education. These requirements are satisfied in conjunction with other high school courses. Functionality within CPS' former Student Information System (Legacy SI) allowed students to be scheduled into one course, yet receive two distinct grades—one for the actual course and another for the accompanying non-credit graduation requirement(s). Functionality within CPS' current Student Information System requires that students are scheduled into each course separately.

**Description:** This document highlights the timeline and procedure for 1) scheduling the courses used to record each non-credit requirement and 2) assigning students into classes respectively. Successfully completing the following instructions at the appropriate time will guarantee that teachers can simultaneously enter grades for both the regular course and its corresponding non-credit graduation requirement.

### Timeline and Procedure:

1. At the beginning of the current school year, the School Scheduler verifies that Health Education, Service Learning Project, Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education courses have been assigned to the school. If any of these courses have not been assigned to the school, the School Scheduler emails the **Course Code Approval Mailbox** <[coursecodeapproval@cps.edu](mailto:coursecodeapproval@cps.edu)> requesting access to the missing course(s).
2. At least two weeks prior to the end of the current quarter, the School Grading Coordinator creates a list of the teachers and associated classes that will be issuing a grade for a non-credit graduation requirement *during the current quarter*.
3. Once the list is finalized, the School Grading Coordinator forwards it to the School Scheduler.
4. At least one week prior to Grade Entry for the current quarter, the School Scheduler adds Health Education, Service Learning Project, Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education classes to the school's Master Schedule (where applicable) and assigns teachers accordingly.
5. At least one week prior to Grade Entry for the current quarter, the School Scheduler assigns students into the appropriate Health Education, Service Learning Project, Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education classes.
6. During Grade Entry for the current quarter, teachers enter grades for the accompanying non-credit graduation requirement in addition to grades for the regular course.

**Important:** A non-credit graduation requirement grade **MUST** be entered for all qualifying students; this includes failing grades. In order for non-credit graduation requirement grades entered exclusively into IMPACT Gradebook during the 1<sup>st</sup> and 3<sup>rd</sup> Quarters to be automatically recorded as Final Semester Grades in IMPACT SIM, teachers must enter assignment level grades into IMPACT Gradebook!